

## Adding Individual Creditors

Creditors entered at the case opening are stored in a separate database from other parties to the case and these records are used for noticing and proofs of claims. Creditor records can be individually added after the initial case opening by either the debtor or a creditor wishing to file a claim.

**STEP 1** To access the creditor database click **Bankruptcy** on the CM/ECF Main Menu. (See Figure 1.)

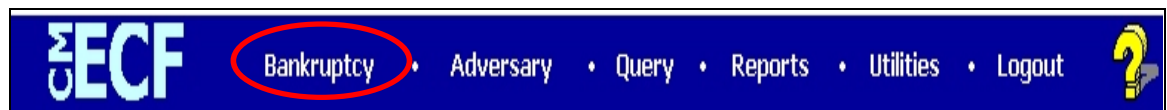


Figure 1

**STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



Figure 2

- ◆ Click the Creditor Maintenance hyperlink.

**STEP 3** The **CREDITOR MAINTENANCE** menu will then display.  
(See Figure 3.)



**Figure 3**

- ◆ Select the Enter Individual Creditors hyperlink to show how a new creditor can be added to the creditor database.
- ◆ To edit a creditor, proceed to **STEP 8**.
- ◆ To delete a creditor, proceed to **STEP 12**.

**STEP 4** The **CASE NUMBER** screen is the next screen in this process. (See Figure 4.)

A screenshot of the 'Creditor Processing' screen in the CM/ECF application. The top navigation bar is identical to Figure 3. Below the 'Creditor Processing' header, there is a 'Case Number' section. It features a text input field containing '00-10122'. To the right of the input field, a placeholder text reads '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. At the bottom of the section are two buttons: 'Next' and 'Clear'.

**Figure 4**

- ◆ Enter the **Case Number** in the format yy-nnnn, including the hyphen.
- ◆ Click **[Next]** to continue.

**STEP 5** The **CREDITOR INFORMATION** screen displays. (See Figure 5.)

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Add Creditor(s)**

Case 00-10122 already contains creditors!

Case number 00-10122 Dale A. Daniels

Name Homeowners Finance

Address 1 Acct. # 74355-8999-2

Address 2 5000 Beltway

Address 3 Dallas, TX 77550

Address 4

Address 5

Type Creditor

Creditor committee ☒ No ☐ Yes

☒ Continue To Enter ☐ Last Entry

Next Clear

**NOTE:** CM/ECF will warn the user if the case already contains creditors. This message may prompt the user to perform a creditor search/query prior to manually adding the creditor, thus avoiding the possibility of a double entry.

**Figure 5**

- ◆ Enter the creditor name and address information.
 

**Remember:** 5 line maximum  
 3 line minimum (City/State should be on Address Line 2 or after)  
 Each line no more than 40 characters  
 Avoid special characters (# & C/O are okay)  
 Account number/attention line placed on line 2  
 Zip + four must include hyphen  
 State must be 2 letter abbreviation
- ◆ **Creditor Type** defaults to "Creditor." Other values available may be:  
 Administrative,  
 Limited Notice,  
 Notice of Appearance,  
 20 Largest Unsecured Creditors.  
**LEAVE as "CREDITOR"**
- ◆ If the creditor being added is a member of the creditor committee, click the **[Yes]** button after the **Creditor Committee** button.
- ◆ If you have only one creditor to add, click the **[Last Entry]** button then click **[Next]** to continue.
- ◆ If you have multiple creditors to add, accept the default of **[Continue to Enter]** button and then click **[Next]** to continue.

- STEP 6** The **TOTAL CREDITORS ENTERED** screen will appear.  
(See Figure 6.)



<b>ECF</b> Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?	
<b>Add Creditor(s)</b>	
Total Creditors Entered 1	
<input type="button" value="Submit"/>	

**Figure 6**

- ◆ Verify the number of creditors you have entered.
- ◆ If the number is not correct, click the browser **[Back]** button to investigate your entries.
- ◆ Otherwise, click **[Submit]** to continue.

- STEP 7** The **CREDITORS RECEIPT** screen will then display.  
(See Figure 7.)



<b>ECF</b> Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?	
<b>Creditors Receipt</b>	
Case Number	00-10122
Total Creditors Added to Database	1
<a href="#">File A Proof Of Claim</a>	
<a href="#">Return To Creditor Maintenance Menu</a>	

**Figure 7**

This screen confirms the number of creditor records that have been added to the creditor database.

When claims are filed in CM/ECF, they are attached to the specific creditor record of the claimant.

The Proof of Claim module is accessible on this screen so a claim can be added to this new creditor in one continuous operation.

- ◆ Click [Return to Creditor Maintenance Menu](#) to continue creditor processing.